

DD/A 81-0082

1 4 JAN 1981

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	MEMODANDIM BOD-	Director of Communications	
	MEMORANDUM FOR:	Director of Data Processing	
	and the second s	Director of Finance	
		Director of Information Services	
		Director of Logistics	
		Director of Medical Services	
		Director of Security	
		Director of Training & Education	
•			
25X1	FROM:		
		Chief, Management Staff, DDA	
	SUBJECT:	Financial Guidance for FY 1981	25X
		d is a copy of Financial Guidance for FY 1981	
	issued by the Co	mptroller over the DDCI's signature.	25X
		ancial guidance for 1981 is essentially the same	
		s. One additional requirement is contained in	
	paragraph 6 r	eprogramming of funds budgeted for	25X
25X1	<u> </u>	requires prior concurrence of the	
	Comptroller.		
	<u> </u>		
25X1	3.	and I are available to answer any	•
	questions you ma	y have on this subject.	25X
	Attachment:		
	As Stated		

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	COWLI SI GOOT	
	12 JAN 1981	
MEMORANDUM FOR: Deputy Director for Admin	istration	
FROM : Deputy Director of Centra	1 Intelligence	
'SUBJECT : Financial Guidance for FY		25X1
REFERENCES: A. Memo for DD's from Con Subject: Financial G Budget	mpt dtd 17 November 1980, uidance - FY 1982 Congressional	
B. Memo for DD's from Co Subject: Revised Fin	mpt dtd 22 December 1980, ancial Guidance - FY 1982	
Congressional Budget		25X1
 The Congress has completed action request, and adjustments have been made to 	on our FY 1981 budget selected activities and	
programs. The FY 1981 program levels for follows:	your directorate are as	
Personal Services October 1980 Pay Act Nonpersonal Services		25X1
Total Funds		
Positions FTE:		25X1
Full-time Temporary/Part-time		
Indigenous		
These levels reflect final Congressional a request. Specific Congressional adjustment are identified in Reference A. In addition	its affecting your directorate	
level has been reduced by 10.0 due to an (DMB cut.	25X1
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^{*} Summer Only, Co-ops, and Summer Intern categories are no longer included in FTE calculations.

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prescribe gramming 1982 Cong (operating in the passurces be and subobout the yas and subobout the yas approval your oper be allott funds. 4. well as a funds, allow must requiring	Reprogramming of FY 1981 funds will be subject to lim d in the following paragraphs. The "base" from which will be judged is the data reflected in the 1981 coluressional Budget. This data will become the operating amount column) in the Financial Resources System (Fat, you are expected to keep records and controls over y major component and to continue to update project neget class data in FRS to facilitate review and monit year of the way in which resources are being used. The personal services funds in your operating budget and between components to meet projected needs. You make the comptroller. October 1980 Pay Act funds are it rating amount in the FRS; however, as you know, Pay Act and it and the appropriation is enacted and OMB has appeared. In order to ensure compliance with 1981 Congressional standing Congressional directives regarding the reprogramming actions and funding changes be submitted to the Comptroller. The DCI must approve to congressional notification or approval. Congression opposed is required when reprogramming involves:	repro- mn of the g budget RS). As r your re- umber (FAN) oring through- may be re- y not, however, out prior ncluded in t funds cannot ortioned the action as ramming of specified be- e all actions
	any activity which is politically sensitive or whice potentially be embarrassing to the US;	h could
		A contract of the contract of
	any activity that has been specifically reduced by action;	Congressional
	any proposed significant activity not specifically by Congress;	authorized
	an increase of \$5 million or more in procurement or	personal
	services costs;	
	an increase in any R&D program or new procurement r	equest of
	\$2 million or more;	
•	any below-threshold action involving a new program	that will
	result in significant follow-on costs; and	
	any item designated of special Congressional intere	st.
		*1

it necessary for us to pay particular attention to all significant funding changes. Accordingly, the following must be submitted to the Comptroller for concurrence:

6. In addition to the above, the austerity of our program makes

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-proposals to shift nonpersonal services funds in amounts

of \$100,000 or more between major object classes or project numbers (FANS); and	
7. As in the past, the Comptroller will meet monthly with the deputy directors to review the status of the Agency's financial and personnel resources and to take action to correct imbalances in resources. In preparation for scheduled Comptroller Meetings, the directivity of the Comptroller with an operating budget status report the tenth work day of each month. The report shall contain: (1) conspersonal services commitments by subobject class and, as appropring purpose; (2) estimated directorate personal services requirements the end (by subobject class); (3) surplus funds or savings available for other than originally budgeted; (4) obligations and unobligated components of activities identified by the Comptroller prior to the meetings; and (5) unfunded requirements in excess of \$100,000. Unforced the priority should be described in a sentence or two and listed in order (highest priority first).	dectorate component ciate, co year- or uses mitments* unded
8. After 31 July 1981, conversion of funds to Property Requise Authority (PRA) or PRA to funds will be allowed only in exceptional cumstances that are personally requested by the appropriate deputy	l cir-
9. I commend you and your staff for efforts throughout FY 198 effectively address the Agency's tight fiscal situation. We success dealt with the top priority unfunded requirements, adhered to Congradirected ceilings, and obligated funds on an effective and timely be throughout the year. Because we are again faced with a tight budge FY 1981, it is imperative that you, together with the Comptroller, to be forthright in identifying your resource needs.	ssfully ressional basis et in
10. You are requested to furnish copies of this memorandum to dinate components as necessary to ensure understanding and complian	subor-
Trace & Carbrand	
Frank C. Carlucci	

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^{*} Commitments include only those items on which formal action has been initiated to incur obligations, but because of administrative/ procurement, contract processing, and or other delays, the obligations have not been recorded in the FRS.

COMPT 81-0001

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		12 J	AN 1981	
MEMORANDUM FOR:	Deputy Director for Admin	nistration		•
FROM :	Deputy Director of Centra	al Intelligence		
'SUBJECT :	Financial Guidance for F	Y 1981		25X1
REFERENCES :	A. Memo for DD's from Co Subject: Financial (ompt dtd 17 Novembe Guidance - FY 1982	r 1980, Congressional	
	Budget			
	B. Memo for DD's from Consultation Subject: Revised Fig.	ompt dtd 22 Decembe nancial Guidance —	r 1980, FY 1982	
	Congressional Budget			25X1
request, and adj	gress has completed actions sustments have been made t	o selected activiti	es and	
programs. The F follows:	Y 1981 program levels for	your directorate a	ire as	
	nal Services			25X1
Nonpe	er 1980 Pay Act rsonal Services Total Funds			•
				057/4
Posit FTE:				25X1
Tem	l-time porary/Part-time			
	igenous	antion on our EV 10	081 budget	
request. Specif	lect final Congressional ic Congressional adjustme n Reference A. In additi	nts affecting your	directorate	
level has been r	educed by 10.0 due to an	OMB cut.	work year	25X1

 $[\]star$ Summer Only, Co-ops, and Summer Intern categories are no longer included in FTE calculations.

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			•	
2. Reprogramming of FY prescribed in the following gramming will be judged is t 1982 Congressional Budget. (operating amount column) in the past, you are expecte sources by major component a and subobject class data in out the year of the way in w	paragraphs. The "he data reflected of the data will become the Financial Resolution to keep records and to continue to FRS to facilitate	base" from which in the 1981 coluone the operatin ources System (Fand controls ove update project review and monit	repro- mn of the g budget RS). As r your re- number (FAN)	-
	劉德 基金 经货品 医多色性病			
The personal service	es funds in your o	perating budget	may be re-	
programmed between component	s to meet projecte	d needs. You ma	y not, however	
convert these funds to nonpe	rsonal service obj	ect classes with	out prior	
approval of the Comptroller.	October 1980 Pay	Act funds are i	ncluded in	_
your operating amount in the	FRS; however, as	you know, Pay Ac	t funds cannot	•
be allotted until the approp	riation is enacted	and OMB has app	ortioned the	
funds.				
	7	01 Camanagaiana1	notion of	
4. In order to ensure	compliance with 19	of condiessronar	ramming of	
well as standing Congression funds, all proposed reprogra	al directives rega	funding the repro-	creatfied be-	
low must be submitted to the	Comptroller The	DCT must approx	e all actions	
requiring Congressional noti	fication or approv	al. Congression	nal notificatio) 1
and/or approval is required	when reprogramming	involves:		•
and/or approvar is reduited	witch reprogrammand	2117027001		
any activity which	h is politically s	ensitive or which	ch could	
notentially be en	barrassing to the	US:	A Committee of the Comm	
any activity that action;	has been specific	ally reduced by	Congressional	
acción,				
any proposed sign	rificant activity n	ot specifically	authorized	
by Congress;	in a contract the contract that the contract			
by congress,				
an increase of \$5	million or more i	n procurement of	r personal	
services costs;				
552.12535 55555,				
an increase in an	v R&D program or n	ew procurement	request of	
\$2 million or mor				
VE MILLEON OF MO.	,			
any below-thresho	old action involvin	g a new program	that will	
	cant follow-on cos			
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6. In addition to the above, the austerity of our program makes it necessary for us to pay particular attention to all significant funding changes. Accordingly, the following must be submitted to the Comptroller for concurrence:

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	of \$100,000 or more between major object classes or
1 1	project numbers (FANS); and
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	project numbers (rimio),
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29/(1	
	7. As in the past, the Comptroller will meet monthly with the deputy directors to review the status of the Agency's financial and personnel resources and to take action to correct imbalances in resource needs. In preparation for scheduled Comptroller Meetings, the directorate will provide the Comptroller with an operating budget status report by the tenth work day of each month. The report shall contain: (1) component nonpersonal services commitments by subobject class and, as appropriate, purpose; (2) estimated directorate personal services requirements to yearend (by subobject class); (3) surplus funds or savings available for uses other than originally budgeted; (4) obligations and unobligated commitments* on specific activities identified by the Comptroller prior to the monthly meetings; and (5) unfunded requirements in excess of \$100,000. Unfunded
	requirements should be described in a sentence or two and listed in rank
25X1	order (highest priority first).
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5 .	8. After 31 July 1981, conversion of funds to Property Requisitioning
	Authority (PRA) or PRA to funds will be allowed only in exceptional cir-
	cumstances that are personally requested by the appropriate deputy director.
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	55 5 55 1000 to
	9. I commend you and your staff for efforts throughout FY 1980 to effectively address the Agency's tight fiscal situation. We successfully
•	dealt with the top priority unfunded requirements, adhered to Congressional
* *	directed ceilings, and obligated funds on an effective and timely basis
***	throughout the year. Because we are again faced with a tight budget in
	FY 1981, it is imperative that you, together with the Comptroller, continue
	to be forthright in identifying your resource needs.
	10. You are requested to furnish copies of this memorandum to subor-
	dinate components as necessary to ensure understanding and compliance.
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ing services of the services o	Frank C. Carlucci

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^{*} Commitments include only those items on which formal action has been initiated to incur obligations, but because of administrative/ procurement, contract processing, and or other delays, the obligations have not been recorded in the FRS.